

## ORDER FOR SUPPLIES OR SERVICES

PAGE OF PAGES

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IMPORTANT: Mark all packages and papers with contract and/or order numbers.

1. DATE OF ORDER 03/31/2010		2. CONTRACT NO. (If any) GS-23F-0025K		6. SHIP TO:	
3. ORDER NO. DE-DT0001364		4. REQUISITION/REFERENCE NO. 10AR000098		a. NAME OF CONSIGNEE Office of HQ PS (HQ)	
5. ISSUING OFFICE (Address correspondence to) Office of HQ PS (HQ) U.S. Department of Energy Office of Headquarters Procurement MA-64 1000 Independence Ave., S.W. Washington DC 20585				b. STREET ADDRESS U.S. Department of Energy Office of Headquarters Procurement MA-64 1000 Independence Ave., S.W.	
c. CITY Washington		d. STATE DC		e. ZIP CODE 20585	
7. TO: Melondy Eatmon				f. SHIP VIA Antony Digiovanni, Telephone: (202) 287-1030	
a. NAME OF CONTRACTOR BOOZ ALLEN HAMILTON INC.				8. TYPE OF ORDER	
b. COMPANY NAME				<input type="checkbox"/> a. PURCHASE <input checked="" type="checkbox"/> b. DELIVERY	
c. STREET ADDRESS 8283 GREENSBORO DRIVE				REFERENCE YOUR:  Please furnish the following on the terms and conditions specified on both sides of this order and on the attached sheet, if any, including delivery as indicated.	
d. CITY MCLEAN		e. STATE VA		f. ZIP CODE 221023838	
9. ACCOUNTING AND APPROPRIATION DATA				10. REQUISITIONING OFFICE Office of HQ PS (HQ)	
11. BUSINESS CLASSIFICATION (Check appropriate box(es))					
<input type="checkbox"/> a. SMALL <input checked="" type="checkbox"/> b. OTHER THAN SMALL <input type="checkbox"/> c. DISADVANTAGED <input type="checkbox"/> g. SERVICE-DISABLED VETERAN-OWNED <input type="checkbox"/> d. WOMEN-OWNED <input type="checkbox"/> e. HUBZone <input type="checkbox"/> f. EMERGING SMALL BUSINESS					
12. F.O.B. POINT Destination					
13. PLACE OF		14. GOVERNMENT B/L NO.		15. DELIVER TO F.O.B. POINT ON OR BEFORE (Date) 06/30/2011	
a. INSPECTION Destination		b. ACCEPTANCE Destination		16. DISCOUNT TERMS NET 30	

## 17. SCHEDULE (See reverse for Rejections)

ITEM NO. (a)	SUPPLIES OR SERVICES (b)	QUANTITY ORDERED (c)	UNIT (d)	UNIT PRICE (e)	AMOUNT (f)	QUANTITY ACCEPTED (g)
	Tax ID Number: 36-2513626 DUNS Number: 006928857 This Order is awarded to Booz Allen Hamilton, Inc. in the amount of to provide professional, Scientific, Engineering and Technical Assistance (SETA) Continued ...					
18. SHIPPING POINT		19. GROSS SHIPPING WEIGHT		20. INVOICE NO.		17(h) TOTAL (Cont. pages)
21. MAIL INVOICE TO:						
a. NAME OR for HQ						17(i) GRAND TOTAL
b. STREET ADDRESS (or P.O. Box) U.S. Department of Energy Oak Ridge Financial Service Center P.O. Box 4937						
c. CITY Oak Ridge		d. STATE TN	e. ZIP CODE 37831			
22. UNITED STATES OF AMERICA BY (Signature)				23. NAME (Typed) John T. Harris TITLE: CONTRACTING/ORDERING OFFICER		

**ORDER FOR SUPPLIES OR SERVICES**  
**SCHEDULE - CONTINUATION**

PAGE NO

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DATE OF ORDER

CONTRACT NO.

ORDER NO.

03/31/2010

GS-23F-0025K

DE-DT0001364

ITEM NO. (a)	SUPPLIES/SERVICES (b)	QUANTITY ORDERED (c)	UNIT (d)	UNIT PRICE (e)	AMOUNT (f)	QUANTITY ACCEPTED (g)
00001	<p>support services in assisting the U.S. Department of Energy, Advanced Research Projects Agency - Energy Office.</p> <p>Please see Attachment 1 for:</p> <p>Order Terms and Conditions Statement of Work Position Descriptions Quality Assurance Surveillance Plan Reporting Requirements Checklist</p> <p>The period of performance is for 15 months starting April 1, 2010 and ending on June 30, 2011 (inclusive of a 30 day transition period).</p> <p>Block 10 REQUISITIONING OFFICE is corrected from Office of HQ PS (HQ) to read ARPA-E Office.</p> <p>Please acknowledge receipt of this award via FedConnect. Subj to Retent: NO Fund: 06099 Appr Year: 2009 Allottee: 60 Report Entity: 303790 Object Class: 25100 Program: 3166012 Project: 2010000 WFO: 0000000 Local Use: 0000000 TAS Agency: 89 TAS Account: 0336 Period of Performance: 04/01/2010 to 06/30/2011</p> <p>"Recovery" Suuport Service Contract for Booz Allen Hamilton to support the Advanced Research Projects Agency - Energy (ARPA-E)</p> <p>"Recovery" Suuport Service Contract for Booz Allen Hamilton to support the Advanced Research Projects Agency - Energy (ARPA-E)</p>					

TOTAL CARRIED FORWARD TO 1ST PAGE (ITEM 17(H))



## Order Terms and Conditions

**The Term "Contract" is interchangeable with "Order".**

### 1. Teaming Partners

All work will be performed in accordance with the attached Statement of Work (SOW) (Attachment A) and pursuant to the Oral Presentation Materials and Price Proposal dated March 24, 2010; and the following fully burdened Labor Categories Rates and Other Direct Costs (if applicable).

### 2. DOE-B-1007 – Deliverable Requirements – Time and Material/Labor Hour

**Period of Performance 15 Months**

<b><u>Contractor*</u></b>	<b><u>Labor Category</u></b>	<b>ARPA-E Site</b>	
		<b>Discounted Hourly Rate*</b>	
<b>Booz Allen Hamilton</b>		4/1/2010-	10/29/2010 -
		10/28/2010	06/30/2011
	Admin Assistant		
	Engineer - - Key		
	Engineer		
	Financial Analyst		
	Functional Expert Consultant III		
	Functional Expert Consultant I		
	Functional Expert Consultant II		
	Functional Expert Consultant IV		
	Junior Design Engineer		
	Junior Engineer		
	Junior Financial Analyst		
	Junior Info Specialist		
	Junior Management Analyst		
	Junior Project Manager		
	Junior Requirements Engineer		
	Lead Engineer		
	Lead Management Analyst		
	Lead Program Manager - - Key		
	Lead Scientist		
	Senior Management Analyst		
	Management Analyst		
	Program Manager		
	Project Manager		
	Scientist		
	Senior Design Engineer		
	Senior Engineer		
	Senior Financial Analyst		
	Senior Information Specialist		
	Senior Management Analyst		
	Senior Program Manager		

Senior Project Manager	
Senior Requirements Engineer	
Senior Scientist	
Senior Test Engineer	

\*The services specified by this Order shall be performed at ARPA-E's Office.

**Advance notification is required to the Contracting Officer Representative (COR) prior to utilizing labor category rates in excess of            per hour.**

### **3. Period of Performance**

The period of performance for this order will be from April 1, 2010 through June 30, 2011.

#### **3a. Ceiling Price of Order**

The ceiling price of the order is

### **4. Funding**

FUNDING: Funds in the amount of            have been allotted for obligation and are available to pay for DPLH and other direct items or services provided from April 1, 2010 through the period estimated to end June 30, 2011. The contractor will not exceed the available funding under this clause. The DOE is not obligated to pay the contractor if the contractor incurs cost in excess of the available funding.

#### **4a. Deliverables**

The Contractor shall perform the services specified in the Statement of Work (Attachment A) and deliver monthly progress reports. The progress reports shall be in narrative form, brief, and informal in content. The report shall address accomplishments, activities planned for the next month, and issues that may impede performance and the proposed corrective action. The progress report shall also detail financial data showing costs incurred in sufficient detail to assess the efficiency of performance. The report is due 15 calendar days following the month being reported. The report shall be submitted via e-mail to the COR and CO.

Additionally, the Contractor shall conform to all reporting requirements of the American Recovery and Reinvestment Act of 2009.

For Draft Deliverables, the Government has 5 days to return comments. The contractor will incorporate comments within 5 working days. For Final Deliverables, the Government shall either accept or reject Deliverables within 5 working days of Deliverable submission.

In the event of rejection, the Government shall notify the contractor in writing of the reasons for such rejection. Absence of notification shall be construed as acceptance.

To achieve the delivery schedule or objectives outlined, an Order start date no later than April 1, 2010 will be required.

Acceptance will be in accordance with the criteria defined in the SOW.

For additional reporting requirements see the Reporting Requirements Checklist.

## **5. DEAR Clause 952.242-70 -- Technical Direction (DEC 2000)**

(a) Performance of the work under this contract shall be subject to the technical direction of the DOE Contracting Officer's Representative (COR). The term "technical direction" is defined to include, without limitation:

(1) Providing direction to the contractor that redirects contract effort, shift work emphasis between work areas or tasks, require pursuit of certain lines of inquiry, fill in details, or otherwise serve to accomplish the contractual Statement of Work.

(2) Providing written information to the contractor that assists in interpreting drawings, specifications, or technical portions of the work description.

(3) Reviewing and, where required by the contract, approving, technical reports, drawings, specifications, and technical information to be delivered by the contractor to the Government.

(b) The contractor will receive a copy of the written COR designation from the contracting officer. It will specify the extent of the COR's authority to act on behalf of the contracting officer.

(c) Technical direction must be within the scope of work stated in the contract. The COR does not have the authority to, and may not, issue any technical direction that:

(1) Constitutes an assignment of additional work outside the Statement of Work;

(2) Constitutes a change as defined in the contract clause entitled "Changes;"

(3) In any manner causes an increase or decrease in the total estimated contract cost, the fee (if any), or the time required for contract performance;

(4) Changes any of the expressed terms, conditions or specifications of the contract; or

(5) Interferes with the contractor's right to perform the terms and conditions of the contract.

(d) All technical direction shall be issued in writing by the COR.

(e) The contractor must proceed promptly with the performance of technical direction duly issued by the COR in the manner prescribed by this clause and within its authority under the provisions of this clause. If, in the opinion of the contractor, any instruction or direction by the COR falls within one of the categories defined in (c)(1) through (c)(5) of this clause, the contractor must not proceed and must notify the Contracting Officer in writing within five (5) working days after receipt of any such instruction or direction and must request the Contracting Officer to modify the contract accordingly. Upon receiving the notification from the contractor, the Contracting Officer must:

(1) Advise the contractor in writing within thirty (30) days after receipt of the contractor's letter that the technical direction is within the scope of the contract effort and does not constitute a change under the Changes clause of the contract;

(2) Advise the contractor in writing within a reasonable time that the Government will issue a written change order; or

(3) Advise the contractor in writing within a reasonable time not to proceed with the instruction or direction of the COR.

(f) A failure of the contractor and Contracting Officer either to agree that the technical direction is within the scope of the contract or to agree upon the contract action to be taken with respect to the technical direction will be subject to the provisions of the clause entitled "Disputes."

## **6. DOE-C- 1003 Task Assignment Procedure**

(a) Only the Contracting Officer may issue task assignments to the Contractor, providing specific authorization or direction to perform work within the scope of the contract and as specified in the schedule. The Contractor may incur costs under this contract in performance of task assignments and task assignment modifications issued in accordance with this clause. No other costs are authorized unless otherwise specified in the contract or expressly authorized by the Contracting Officer.

(b) Prior to issuing a task assignment; the Contracting Officer shall provide the Contractor with the following data:

(1) A functional description of the work identifying the objectives or results desired from the contemplated task assignment.

(2) Proposed performance standards to be used as criteria for determining whether the work requirements have been met.

(3) A request for a task plan from the Contractor to include the technical approach, period of performance, appropriate cost information, and any other information required to determine the reasonableness of the Contractor's proposal.

(c) Within 10 calendar days after receipt of the Contracting Officer's request, the Contractor shall submit a task plan conforming to the request.

(d) After review and any necessary discussions, the Contracting Officer may issue a task assignment to the Contractor containing, as a minimum, the following:

(1) Date of the task assignment.

(2) Contract number and task assignment number.

(3) Functional description of the work identifying the objectives or results desired from the task assignment, including special instructions or other information necessary for performance of the task.

(4) Performance standards, and where appropriate, quality assurance standards.

(5) Maximum dollar amount authorized (cost and fee or price). This includes allocation of award fee among award fee periods, if applicable.

(6) Any other resources (travel, materials, equipment, facilities, etc.) authorized.

(7) Delivery/performance schedule including start and end dates.

(8) If contract funding is by individual task assignment, accounting and appropriation data.

(e) The Contractor shall provide acknowledgment of receipt to the Contracting Officer within 5 calendar days after receipt of the task assignment.

(f) If time constraints do not permit issuance of a fully defined task assignment in accordance with the procedures described in paragraphs (a) through (d), a task assignment which includes a ceiling price may be issued.

(g) The Contracting Officer may amend tasks in the same manner in which they were issued.

(h) In the event of a conflict between the requirements of the task assignment and the

Contractor's approved task plan, the task assignment shall prevail.

(i) Contractor shall submit monthly task assignment progress reports. As a minimum, the reports shall contain the following information:

- (1) Contract number, task assignment number, and date of the task assignment.
- (2) Task ceiling price.
- (3) Cost and hours incurred to date for each issued task.
- (4) Costs and hours estimated to complete each issued task.
- (5) Significant issues/problems associated with a task.
- (6) Cost summary of the status of all tasks issued under the contract.

(j) After the Contracting Officer issues a signed task assignment to the Contractor, if any revision becomes necessary to the estimated cost or level of effort, the Contractor shall promptly submit to the Contracting Officer a revised task plan with explanatory notes. Revised task plans submitted by the Contractor are subject to the review of the Contracting Officer.

#### **7. DEAR 952.215-70 Key Personnel. (DEC 2000)**

(a) The personnel listed below, if applicable are considered essential to the work being performed under this contract. Before removing, replacing, or diverting any of the listed or specified personnel, the Contractor must: (1) Notify the Contracting Officer reasonably in advance; (2) submit justification (including proposed substitutions) in sufficient detail to permit evaluation of the impact on this contract; and (3) obtain the Contracting Officer's written approval. Notwithstanding the foregoing, if the Contractor deems immediate removal or suspension of any member of its management team is necessary to fulfill its obligation to maintain satisfactory standards of employee competency, conduct, and integrity under the clause at 48 CFR 970.5203-3, Contractor's Organization, the Contractor may remove or suspend such person at once, although the Contractor must notify Contracting Officer prior to or concurrently with such action.

(b) The list of personnel may, with the consent of the contracting parties, be amended from time to time during the course of the contract to add or delete personnel.

Name

Labor Category

#### **8. HQ-G-1001 Correspondence Procedures (NOV 2000)**

To promote timely and effective administration, correspondence submitted under this contract shall include the contract number and shall be subject to the following procedures:

(a) Technical Correspondence. Technical correspondence (as used herein, this term excludes technical correspondence where patent or technical data issues are involved and correspondence which proposes or otherwise involves waivers, deviations, or modifications to the requirements, terms, or conditions of this contract) shall be addressed to the DOE Contracting Officer's Representative (COR), with an information copy of the correspondence to the DOE Contracting Officer (see below paragraph (c) and to the cognizant Government Contract Administration Office (if other than DOE) designated in Block 24 of the Contract Form (Solicitation, Offer, and Award Standard Form 33) of this contract or if a Standard

Form 26 is used (Award/Contract) the Government Contract Administration Office designated in block 6 of this contract.

(b) Other Correspondence.

(1) If no Government Contract Administration Office is designated on the Contract Form of this contract, all correspondence, other than technical correspondence, shall be addressed to the DOE Contracting Officer, with information copies of the correspondence to the DOE COR, and to the DOE Patent Counsel (where patent or technical data issues are involved).

(2) If a Government Contract Administration Office is designated on the contract form of this contract, all administrative correspondence, other than technical correspondence, shall be addressed to the Government Contract Administration Office so designated, with information copies of the correspondence to the DOE Contracting Officer, DOE COR, and to the DOE Patent Counsel (where patent or technical data issues are involved).

(c) The DOE Contract Specialist for the contract is located at the address in (d) below and is as follows:

The Contractor shall use the DOE Contract Specialist as the focal point for all matters regarding this contract except technical matters (see (a) above for definition of technical matters).

(d) DOE Contracting Officer Address. The Contracting Officer address is as follows:

John Harris, Contracting Officer  
ATTN: Corporate Services Office (MA-64.1)  
U.S. Department of Energy  
Headquarters Procurement Services  
1000 Independence Avenue, S.W.  
Washington, D.C. 20585-1615

(e) Technical Reports. Procedures for technical reports are described in an attachment to the contract listed in the Reporting Requirements Checklist (Attachment D).

## **9. DOE-G-1001 Billing Instructions ALT 2**

Contractors will use Standard Form 1034 (Public Voucher for Purchases and Services Other Than Personal) when requesting payment for supplies or services rendered.

Contractors must submit vouchers electronically through the Oak Ridge Financial Service Center's (ORFSC) Vendor Inquiry Payment Electronic Reporting System (VIPERS). VIPERS allows vendors to submit vouchers, attach supporting documentation and check the payment status of any voucher submitted to the DOE. To obtain access to and use VIPERS, please visit the web page at <http://finweb.oro.doe.gov/vipers.htm>. Detailed instructions on how to enroll and use the system are provided on the web page. The submission of vouchers electronically will reduce correspondence and other causes for delay to a minimum and will facilitate prompt payment to the Contractor. Do not submit a paper copy of the voucher.

(a) Each invoice submitted shall include the following:

GSA Contract Number  
Order Number  
Contractor Name  
Date of Invoice  
Invoice Number  
Amount of Invoice  
Period Covered  
Items Delivered  
Cumulative Amount Invoiced to Date

Labor Charges shall be accompanied by the following:

1. A listing of the hours expended during the invoice period and totals to date, broken down by labor categories/key individuals with the associated fixed rates identified within this order.
2. The invoice or voucher shall further segregate costs by Task Assignment, identifying current and cumulative billings for each Task Assignment.
3. Invoices for Task Assignments which span two or more contract years shall be segregated by the contract years involved, by both cost and DPLH.
4. ODC charges shall be accompanied by a detailed listing by Task Assignment of all reimbursable other direct costs.
5. All charges for other than the DPLH expended by the Prime Contractor shall be accompanied by copies of the invoices for the related charges and evidence of payment thereof.

**INVOICE APPROVING OFFICIAL: Antony Diogiovanni, or any designated ARPA-E Invoice Approving Official.**

#### **10. GSA Federal Supply Schedule # 871 Contract Options**

In the event that the Contractor's GSA FSS Schedule #871 contract under which this order was placed expires or is extended through the exercise of an option at any time during the period of performance of this order, the rates applicable to work performed after the expiration or option exercise shall be determined as follows: if the GSA Federal Supply Schedule #871 contract is extended through an option, a copy of the option exercise documentation including the rates for all labor categories in the option period shall be provided to the DOE contracting officer. If the GSA Federal Supply Schedule #871 contract is replaced with a different follow-on contract, a copy of the new contract including the rates for all labor categories shall be provided to the DOE contracting officer. The contracting officer may unilaterally modify the rates chargeable under this order to the rates determined by applying the discount percentage (if applicable) to the option rates or follow-on contract rates for each category. The contracting officer is not required by the provision to take any action that increases the rates payable by DOE from those included in the order.

#### **11. DEAR Clause 952.209-72 Organizational conflicts of interest (JUN 1997)**

(a) Purpose. The purpose of this clause is to ensure that the contractor (1) is not biased because of its financial, contractual, organizational, or other interests which relate to the work under this contract, and (2) does not obtain any unfair competitive advantage over other parties by virtue of its performance of this contract.

(b) Scope. The restrictions described herein shall apply to performance or participation by the contractor and any of its affiliates or their successors in interest (hereinafter collectively referred to as "contractor") in the activities covered by this clause as a prime contractor, subcontractor, cosponsor, joint venturer, consultant, or in any similar capacity. For the purpose of this clause, affiliation occurs when a business concern is controlled by or has the power to control another or when a third party has the power to control both.

(1) Use of Contractor's Work Product. (i) The contractor shall be ineligible to participate in any capacity in Department contracts, subcontracts, or proposals therefore (solicited and unsolicited) which stem directly from the contractor's performance of work under this contract for a period of three years after the completion of this contract. Furthermore, unless so directed in writing by the contracting officer, the Contractor shall not perform any advisory and assistance services work under this contract on any of its products or services or the products or services of another firm if the contractor is or has been substantially involved in their development or marketing. Nothing in this subparagraph shall preclude the contractor from competing for follow-on contracts for advisory and assistance services.

(ii) If, under this contract, the contractor prepares a complete or essentially complete statement of work or specifications to be used in competitive acquisitions, the contractor shall be ineligible to perform or participate in any capacity in any contractual effort which is based on such statement of work or specifications. The contractor shall not incorporate its products or services in such statement of work or specifications unless so directed in writing by the contracting officer, in which case the restriction in this subparagraph shall not apply.

(iii) Nothing in this paragraph shall preclude the contractor from offering or selling its standard and commercial items to the Government.

(2) Access to and use of information. (i) If the contractor, in the performance of this contract, obtains access to information, such as Department plans, policies, reports, studies, financial plans, internal data protected by the Privacy Act of 1974 (5 U.S.C. 552a), or data which has not been released or otherwise made available to the public, the contractor agrees that without prior written approval of the contracting officer it shall not:

(A) use such information for any private purpose unless the information has been released or otherwise made available to the public;

(B) compete for work for the Department based on such information for a period of six (6) months after either the completion of this contract or until such information is released or otherwise made available to the public, whichever is first;

(C) submit an unsolicited proposal to the Government which is based on such information until one year after such information is released or otherwise made available to the public; and

(D) release such information unless such information has previously been released or otherwise made available to the public by the Department.

(ii) In addition, the contractor agrees that to the extent it receives or is given access to proprietary data, data protected by the Privacy Act of 1974 (5 U.S.C. 552a), or other confidential or privileged technical, business, or financial information under this contract, it



shall treat such information in accordance with any restrictions imposed on such information.

(iii) The contractor may use technical data it first produces under this contract for its private purposes consistent with paragraphs (b)(2)(i) (A) and (D) of this clause and the patent, rights in data, and security provisions of this contract.

(c) Disclosure after award. (1) The contractor agrees that, if changes, including additions, to the facts disclosed by it prior to award of this contract, occur during the performance of this contract, it shall make an immediate and full disclosure of such changes in writing to the contracting officer. Such disclosure may include a description of any action which the contractor has taken or proposes to take to avoid, neutralize, or mitigate any resulting conflict of interest. The Department may, however, terminate the contract for convenience if it deems such termination to be in the best interest of the Government.

(2) In the event that the contractor was aware of facts required to be disclosed or the existence of an actual or potential organizational conflict of interest and did not disclose such facts or such conflict of interest to the contracting officer, DOE may terminate this contract for default.

(d) Remedies. For breach of any of the above restrictions or for nondisclosure or misrepresentation of any facts required to be disclosed concerning this contract, including the existence of an actual or potential organizational conflict of interest at the time of or after award, the Government may terminate the contract for default, disqualify the contractor from subsequent related contractual efforts, and pursue such other remedies as may be permitted by law or this contract.

(e) Waiver. Requests for waiver under this clause shall be directed in writing to the contracting officer and shall include a full description of the requested waiver and the reasons in support thereof. If it is determined to be in the best interests of the Government, the contracting officer may grant such a waiver in writing.

## **12. DEAR Clause 952.251-70 -- Contractor Employee Travel Discounts (DEC 2000)**

(a) The contractor shall take advantage of travel discounts offered to Federal contractor employee travelers by AMTRAK, hotels, motels, or car rental companies, when use of such discounts would result in lower overall trip costs and the discounted services are reasonably available. Vendors providing these services may require the contractor employee to furnish them a letter of identification signed by the authorized contracting officer.

(b) Contracted airlines. Contractors are not eligible for GSA contract city pair fares.

(c) Discount rail service. AMTRAK voluntarily offers discounts to Federal travelers on official business and sometimes extends those discounts to Federal contractor employees.

(d) Hotels/motels. Many lodging providers extend their discount rates for Federal employees to Federal contractor employees.

(e) Car rentals. The Military Traffic Management Command (MTMC) of the Department of Defense negotiates rate agreements with car rental companies that are available to Federal

travelers on official business. Some car rental companies extend those discounts to Federal contractor employees.

(f) Obtaining travel discounts.

(1) To determine which vendors offer discounts to Government contractors, the contractor may review commercial publications such as the Official Airline guides Official Traveler, Innovata, or National Telecommunications. The contractor may also obtain this information from GSA contract Travel Management Centers or the Department of Defense's Commercial Travel Offices.

(2) The vendor providing the service may require the Government contractor to furnish a letter signed by the contracting officer. The following illustrates a standard letter of identification.

OFFICIAL AGENCY LETTERHEAD

TO: Participating Vendor

SUBJECT: OFFICIAL TRAVEL OF GOVERNMENT CONTRACTOR

(FULL NAME OF TRAVELER), the bearer of this letter is an employee of (COMPANY NAME) which has a contract with this agency under Government contract (CONTRACT NUMBER). During the period of the contract (GIVE DATES), AND WITH THE APPROVAL OF THE CONTRACT VENDOR, the employee is eligible and authorized to use available travel discount rates in accordance with Government contracts and/or agreements. Government Contract City Pair fares are not available to Contractors.

SIGNATURE, Title and telephone number of Contracting Officer

**13. DEAR Clause 952.209-8 Organizational Conflicts of Interest-Disclosure. (JUN 1997)**

(a) Organizational conflict of interest means that because of other activities or relationships with other persons, a person is unable or potentially unable to render impartial assistance or advice to the Government, or the person's objectivity in performing the contract work is or might be otherwise impaired, or a person has an unfair competitive advantage.

(b) An offeror notified that it is the apparent successful offeror shall provide the statement described in paragraph (c) of this provision. For purposes of this provision, "apparent successful offeror" means the offeror selected for final negotiations or, where individual contracts are negotiated with all firms in the competitive range, it means all such firms.

(c) The statement must contain the following:

(1) A statement of any past (within the past twelve months), present, or currently planned financial, contractual, organizational, or other interests relating to the performance of the statement of work. For contractual interests, such statement must include the name, address, telephone number of the client or client(s), a description of the services rendered to the previous client(s), and the name of a responsible officer or employee of the offeror who is knowledgeable about the

services rendered to each client, if, in the 12 months preceding the date of the statement, services were rendered to the Government or any other client (including a foreign government or person) respecting the same subject matter of the instant solicitation, or directly relating to such subject matter. The agency and contract number under which the services were rendered must also be included, if applicable. For financial interests, the statement must include the nature and extent of the interest and any entity or entities involved in the financial relationship. For these and any other interests enough such information must be provided to allow a meaningful evaluation of the potential effect of the interest on the performance of the statement of work.

(2) A statement that no actual or potential conflict of interest or unfair competitive advantage exists with respect to the advisory and assistance services to be provided in connection with the instant contract or that any actual or potential conflict of interest or unfair competitive advantage that does or may exist with respect to the contract in question has been communicated as part of the statement required by (b) of this provision.

(d) Failure of the offeror to provide the required statement may result in the offeror being determined ineligible for award. Misrepresentation or failure to report any fact may result in the assessment of penalties associated with false statements or such other provisions provided for by law or regulation.

#### **14. DOE-H-1040 - Lobbying Restriction (Energy and Water Development and Related Agencies Appropriations Act, 2009)**

The contractor agrees that none of the funds obligated on this award shall be expended, directly or indirectly, to influence congressional action on any legislation or appropriation matters pending before Congress, other than to communicate to Members of Congress as described in 18 U.S.C. 1913. This restriction is in addition to those prescribed elsewhere in statute and regulation.

#### **15. FAR 52.217-8 - Option to Extend Services (NOV 1999)**

The Government may require continued performance of any services within the limits and at the rates specified in the contract. These rates may be adjusted only as a result of revisions to prevailing labor rates provided by the Secretary of Labor. The option provision may be exercised more than once, but the total extension of performance hereunder shall not exceed 6 months. The Contracting Officer may exercise the option by written notice to the Contractor within 30 days.

#### **16. DOE-G-1010 Nonsupervision of Contractor Employees on Government Facilities**

The Government shall not exercise any supervision or control over Contractor employees performing services under this contract. The Contractor's employees shall be held accountable solely to the Contractor's management, who in turn is responsible for contract performance to the Government.

**17. DEAR 952.203-70 Whistleblower Protection for Contractor Employees (DEC 2000).**

(a) The contractor shall comply with the requirements of "DOE Contractor Employee Protection Program" at 10 CFR part 708 for work performed on behalf of DOE directly related to activities at DOE-owned or-leased sites.

(b) The contractor shall insert or have inserted the substance of this clause, including this paragraph (b), in subcontracts at all tiers, for subcontracts involving work performed on behalf of DOE directly related to activities at DOE-owned or leased sites.

**18. DOE-G-1004 Travel Outside of the United States**

(a) The Contracting Officer must authorize in advance and in writing travel to locations outside of the United States by Contractor employees that is to be charged as a cost to this contract. This approval may be granted when the travel is necessary to the efforts required under the contract and it is otherwise in the best interest of DOE.

(b) The Contractor shall submit requests to the Contracting Officer at least 30 days in advance of the start of the travel.

(c) The Contractor shall submit a travel report at the conclusion of the travel. The Contracting Officer's approval of the travel will specify the required contents and distribution of the travel report.

**19. DOE-G-1005 Observance of Legal Holidays**

(a) The on-site Government personnel observe the following holidays:

New Year's Day

Martin Luther King, Jr.'s Birthday

President's Day

Memorial Day

Independence Day

Labor Day

Columbus Day

Veterans Day

Thanksgiving Day

Christmas Day

Any other day designated by Federal statute, Executive order, or the President's proclamation.

(b) When any holiday falls on a Saturday, the preceding Friday is observed. When any holiday falls on a Sunday, the following Monday is observed. Observance of such days by Government personnel shall not be cause for an additional period of performance or entitlement of compensation except as set forth within the contract.

**20. DOE-H-1001 Ombudsman ALT I**

(a) An ombudsman has been appointed to hear and facilitate the resolution of concerns from offerors, potential offerors, and contractors during the preaward and postaward phases of this acquisition. When requested, the ombudsman will maintain strict confidentiality as to the source of the concern. The existence of the ombudsman is not to diminish the authority of the contracting officer, the Source Evaluation Board, or the selection official. Further, the ombudsman does not participate in the evaluation of proposals, the source selection

process, or the adjudication of formal contract disputes. Therefore, before consulting with an ombudsman, interested parties must first address their concerns, issues, disagreements, and/or recommendations to the contracting officer for resolution.

(b) If resolution cannot be made by the contracting officer, interested parties may contact the Contracting Activity Ombudsman, Bradley Poston, 1000 Independence Ave. SW Washington, DC 20585, Telephone: (202) 287-1389, Facsimile: (202) 287-1451, Email: [bradley.poston@hq.doe.gov](mailto:bradley.poston@hq.doe.gov). Concerns, issues, disagreements, and recommendations which cannot be resolved at the installation may be referred to the DOE ombudsman. Do not contact the ombudsman to request copies of the solicitation, verify offer due date, or clarify technical requirements. Such inquiries shall be directed to the contracting officer or as specified elsewhere in this document. If this is a task or delivery order contract, the ombudsman shall review complaints from contractors and ensure they are afforded a 'fair opportunity to be considered', consistent with Section 303J(b) of the Federal Property and Administrative Services Act of 1949, as amended and the procedures of the contract.

## **21. DOE-H-1029 Government Furnished Property and Data - None**

The Government is not obligated to furnish any real or personal property or data under this contract.

## **22. HQ-H-1001 Confidentiality of Information (APR 1984)**

(a) To the extent that the work under this contract requires that the Contractor be given access to confidential or proprietary business, technical, or financial information belonging to the Government or other companies, the Contractor shall, after receipt thereof, treat such information as confidential and agree not to appropriate such information to its own use or to disclose such information to third parties unless specifically authorized by the Contracting Officer in writing. The foregoing obligations, however, shall not apply to:

(1) Information which, at the time of receipt by the Contractor, is in the public domain;

(2) Information which is published after receipt thereof by the Contractor or otherwise becomes part of the public domain through no fault of the Contractor;

(3) Information which the Contractor can demonstrate was in his possession at the time of receipt thereof and was not acquired directly or indirectly from the Government or other companies;

(4) Information which the Contractor can demonstrate was received by it from a third party who did not require the Contractor to hold it in confidence.

(b) The Contractor shall obtain the written agreement, in a form satisfactory to the Contracting Officer, of each employee permitted access, whereby the employee agrees that he will not discuss, divulge or disclose any such information or data to any person or entity except those persons within the Contractor's organization directly concerned with the performance of the contract.

(c) The Contractor agrees, if requested by the Government, to sign an agreement identical, in all material respects, to the provisions of this clause, with each company supplying information to the Contractor under this contract, and to supply a copy of such agreement to the Contracting Officer. From time to time upon request of the Contracting Officer, the Contractor shall supply the Government with reports itemizing information received as

confidential or proprietary and setting forth the company or companies from which the Contractor received such information.

(d) The Contractor agrees that upon request by DOE it will execute a DOE-approved agreement with any party whose facilities or proprietary data it is given access to or is furnished, restricting use and disclosure of the data or the information obtained from the facilities. Upon request by DOE, such an agreement shall also be signed by Contractor personnel.

(e) This clause shall flow down to all subcontracts.

### **23. FAR 52.237-3 Continuity of Services (JAN 1991)**

(a) The Contractor recognizes that the services under this contract are vital to the Government and must be continued without interruption and that, upon contract expiration, a successor, either the Government or another contractor, may continue them. The Contractor agrees to -

(1) Furnish phase-in training; and

(2) Exercise its best efforts and cooperation to effect an orderly and efficient transition to a successor.

(b) The Contractor shall, upon the Contracting Officer's written notice, (1) furnish phase-in, phase-out services for up to 90 days after this contract expires and (2) negotiate in good faith a plan with a successor to determine the nature and extent of phase-in, phase-out services required. The plan shall specify a training program and a date for transferring responsibilities for each division of work described in the plan, and shall be subject to the Contracting Officer's approval. The Contractor shall provide sufficient experienced personnel during the phase-in, phase-out period to ensure that the services called for by this contract are maintained at the required level of proficiency.

(c) The Contractor shall allow as many personnel as practicable to remain on the job to help the successor maintain the continuity and consistency of the services required by this contract. The Contractor also shall disclose necessary personnel records and allow the successor to conduct on-site interviews with these employees. If selected employees are agreeable to the change, the Contractor shall release them at a mutually agreeable date and negotiate transfer of their earned fringe benefits to the successor.

(d) The Contractor shall be reimbursed for all reasonable phase-in, phase-out costs (*i.e.*, costs incurred within the agreed period after contract expiration that result from phase-in, phase-out operations) and a fee (profit) not to exceed a pro rata portion of the fee (profit) under this contract.

### **24. HQ-H-1003 Modification Authority (APR 1984)**

Notwithstanding any of the other provisions of this contract, the Contracting Officer shall be the only individual authorized to:

(a) accept nonconforming work,

(b) waive any requirement of this contract, or

(c) modify any term or condition of this contract.

## **25. DOE-H-1044 Special provisions relating to work funded under American Recovery and Reinvestment Act of 2009 (Apr 2009)**

Preamble:

Work performed under this contract will be funded, in whole or in part, with funds appropriated by the American Recovery and Reinvestment Act of 2009, Pub. L. 111-5, (Recovery Act or Act). The Recovery Act's purposes are to stimulate the economy and to create and retain jobs. The Act gives preference to activities that can be started and completed expeditiously, including a goal of using at least 50 percent of the funds made available by it for activities that can be initiated not later than June 17, 2009.

Contractors should begin planning activities for their first tier subcontractors, including obtaining a DUNS number (or updating the existing DUNS record), and registering with the Central Contractor Registration (CCR).

Be advised that Recovery Act funds can be used in conjunction with other funding as necessary to complete projects, but tracking and reporting must be separate to meet the reporting requirements of the Recovery Act and related Guidance. For projects funded by sources other than the Recovery Act, Contractors should plan to keep separate records for Recovery Act funds and to ensure those records comply with the requirements of the Act.

The Government has not fully developed the implementing instructions of the Recovery Act, particularly concerning the how and where for the new reporting requirements. The Contractor will be provided these details as they become available. The Contractor must comply with all requirements of the Act. If the contractor believes there is any inconsistency between ARRA requirements and current contract requirements, the issues will be referred to the Contracting Officer for reconciliation.

Be advised that special provisions may apply to projects funded by the Act relating to:

- Reporting, tracking and segregation of incurred costs;
- Reporting on job creation and preservation;
- Publication of information on the Internet;
- Protecting whistleblowers; and
- Requiring prompt referral of evidence of a false claim to the Inspector General.

Definitions:

For purposes of this clause, "Covered Funds" means funds expended or obligated from appropriations under the American Recovery and Reinvestment Act of 2009, Pub. L. 111-5. Covered Funds will have special accounting codes and will be identified as Recovery Act funds in the contract and/or modification using Recovery Act funds. Covered Funds must be reimbursed by September 30, 2015.

Non-Federal employer means any employer with respect to Covered Funds -- the contractor or subcontractor, as the case may be, if the contractor or subcontractor is an employer; and any professional membership organization, certification of other professional body, any agent or licensee of the Federal government, or any person acting directly or indirectly in the interest of an employer receiving Covered Funds; or with respect to Covered Funds received by a State or local government, the State or local government receiving the funds

and any contractor or subcontractor receiving the funds and any contractor or subcontractor of the State or local government; and does not mean any department, agency, or other entity of the federal government.

A. Flow Down Provision

This clause must be included in every first-tier subcontract.

B. Segregation and Payment of Costs

Contractor must segregate the obligations and expenditures related to funding under the Recovery Act. Financial and accounting systems should be revised as necessary to segregate, track and maintain these funds apart and separate from other revenue streams. No part of the funds from the Recovery Act shall be commingled with any other funds or used for a purpose other than that of making payments for costs allowable for Recovery Act projects. Where Recovery Act funds are authorized to be used in conjunction with other funding to complete projects, tracking and reporting must be separate from the original funding source to meet the reporting requirements of the Recovery Act and OMB Guidance.

Invoices must clearly indicate the portion of the requested payment that is for work funded by the Recovery Act.

C. Prohibition on Use of Funds

None of the funds provided under this agreement derived from the American Recovery and Reinvestment Act of 2009, Pub. L. 111-5, may be for any casino or other gambling establishment, aquarium, zoo, golf course, or swimming pool.

D. Wage Rates

All laborers and mechanics employed by contractors and subcontractors on projects funded directly by or assisted in whole or in part by and through the Federal Government pursuant to the American Recovery and Reinvestment Act of 2009, Pub. L. 111-5, shall be paid wages at rates not less than those prevailing on projects of a character similar in the locality as determined by the Secretary of Labor in accordance with subchapter IV of chapter 31 of title 40, United States Code. With respect to the labor standards specified in this section, the Secretary of Labor shall have the authority and functions set forth in Reorganization Plan numbered 14 of 1950 (64 Stat. 1267, 5 U.S.C. App.) and section 3145 of title 40 United States Code. See <http://www.dol.gov/esa/whd/contracts/dbra.htm>.

E. Publication

Information about this agreement will be published on the Internet and linked to the website [www.recovery.gov](http://www.recovery.gov), maintained by the Accountability and Transparency Board (the Board). The Board may exclude posting contractual or other information on the website on a case-by-case basis when necessary to protect national security or to protect information that is not subject to disclosure under sections 552 and 552a of title 5, United States Code.

F. Registration requirements

Contractor shall ensure that all first-tier subcontractors have a DUNS number and are registered in the Central Contractor Registration (CCR) no later than the date the first report



is due under FAR 52.201-11 American Recovery and Reinvestment Act & Reporting Requirements.

#### G. Utilization of Small Business

Contractor shall to the maximum extent practicable give a preference to small business in the award of subcontracts for projects funded by Recovery Act dollars.

### **26. 52.204-11 American Recovery and Reinvestment Act—Reporting Requirements (MAR 2009)**

(a) *Definitions.* As used in this clause—

“Contract”, as defined in FAR 2.101, means a mutually binding legal relationship obligating the seller to furnish the supplies or services (including construction) and the buyer to pay for them. It includes all types of commitments that obligate the Government to an expenditure of appropriated funds and that, except as otherwise authorized, are in writing. In addition to bilateral instruments, contracts include (but are not limited to) awards and notices of awards; job orders or task letters issued under basic ordering agreements; letter contracts; orders, such as purchase orders, under which the contract becomes effective by written acceptance or performance; and bilateral contract modifications. Contracts do not include grants and cooperative agreements covered by 31 U.S.C. 6301, *et seq.* For discussion of various types of contracts, see FAR Part 16.

“First-tier subcontract” means a subcontract awarded directly by a Federal Government prime contractor whose contract is funded by the Recovery Act.

“Jobs created” means an estimate of those new positions created and filled, or previously existing unfilled positions that are filled, as a result of funding by the American Recovery and Reinvestment Act of 2009 (Recovery Act). This definition covers only prime contractor positions established in the United States and outlying areas (see definition in FAR 2.101). The number shall be expressed as “full-time equivalent” (FTE), calculated cumulatively as all hours worked divided by the total number of hours in a full-time schedule, as defined by the contractor. For instance, two full-time employees and one part-time employee working half days would be reported as 2.5 FTE in each calendar quarter.

“Jobs retained” means an estimate of those previously existing filled positions that are retained as a result of funding by the American Recovery and Reinvestment Act of 2009 (Recovery Act). This definition covers only prime contractor positions established in the United States and outlying areas (see definition in FAR 2.101). The number shall be expressed as “full-time equivalent” (FTE), calculated cumulatively as all hours worked divided by the total number of hours in a full-time schedule, as defined by the contractor. For instance, two full-time employees and one part-time employee working half days would be reported as 2.5 FTE in each calendar quarter.

“Total compensation” means the cash and noncash dollar value earned by the executive during the contractor’s past fiscal year of the following (for more information see 17 CFR 229.402(c)(2)):

(1) *Salary and bonus.*

(2) *Awards of stock, stock options, and stock appreciation rights.* Use the dollar amount recognized for financial statement reporting purposes with respect to the fiscal year in accordance with the Statement of Financial Accounting Standards No. 123 (Revised 2004) (FAS 123R), Shared Based Payments.

(3) *Earnings for services under non-equity incentive plans.* Does not include group life, health, hospitalization or medical reimbursement plans that do not discriminate in favor of executives, and are available generally to all salaried employees.

(4) *Change in pension value.* This is the change in present value of defined benefit and actuarial pension plans.

(5) *Above-market earnings on deferred compensation which is not tax-qualified.*

(6) *Other compensation.* For example, severance, termination payments, value of life insurance paid on behalf of the employee, perquisites or property if the value for the executive exceeds \$10,000.

(b) This contract requires the contractor to provide products and/or services that are funded under the American Recovery and Reinvestment Act of 2009 (Recovery Act). Section 1512(c) of the Recovery Act requires each contractor to report on its use of Recovery Act funds under this contract. These reports will be made available to the public.

(c) Reports from contractors for all work funded, in whole or in part, by the Recovery Act, and for which an invoice is submitted prior to June 30, 2009, are due no later than July 10, 2009. Thereafter, reports shall be submitted no later than the 10th day after the end of each calendar quarter.

(d) The Contractor shall report the following information, using the online reporting tool available at [www.FederalReporting.gov](http://www.FederalReporting.gov).

(1) The Government contract and order number, as applicable.

(2) The amount of Recovery Act funds invoiced by the contractor for the reporting period. A cumulative amount from all the reports submitted for this action will be maintained by the government's on-line reporting tool.

(3) A list of all significant services performed or supplies delivered, including construction, for which the contractor invoiced in this calendar quarter.

(4) Program or project title, if any.

(5) A description of the overall purpose and expected outcomes or results of the contract, including significant deliverables and, if appropriate, associated units of measure.

(6) An assessment of the contractor's progress towards the completion of the overall purpose and expected outcomes or results of the contract (*i.e.*, not started, less than 50 percent completed, completed 50 percent or more, or fully completed). This covers the contract (or portion thereof) funded by the Recovery Act.

(7) A narrative description of the employment impact of work funded by the Recovery Act. This narrative should be cumulative for each calendar quarter and only address the impact on the contractor's workforce. At a minimum, the contractor shall provide—

(i) A brief description of the types of jobs created and jobs retained in the United States and outlying areas (see definition in FAR 2.101). This description may rely on job titles, broader labor categories, or the contractor's existing practice for describing jobs as long as the terms used are widely understood and describe the general nature of the work; and

(ii) An estimate of the number of jobs created and jobs retained by the prime contractor, in the United States and outlying areas. A job cannot be reported as both created and retained.

(8) Names and total compensation of each of the five most highly compensated officers of the Contractor for the calendar year in which the contract is awarded if—

(i) In the Contractor's preceding fiscal year, the Contractor received—

(A) 80 percent or more of its annual gross revenues from Federal contracts (and subcontracts), loans, grants (and subgrants) and cooperative agreements; and

(B) \$25,000,000 or more in annual gross revenues from Federal contracts (and subcontracts), loans, grants (and subgrants) and cooperative agreements; and

(ii) The public does not have access to information about the compensation of the senior executives through periodic reports filed under section 13(a) or 15(d) of the Securities Exchange Act of 1934 (15 U.S.C. 78m(a), 78o(d)) or section 6104 of the Internal Revenue Code of 1986.

(9) For subcontracts valued at less than \$25,000 or any subcontracts awarded to an individual, or subcontracts awarded to a subcontractor that in the previous tax year had gross income under \$300,000, the Contractor shall only report the aggregate number of such first tier subcontracts awarded in the quarter and their aggregate total dollar amount.

(10) For any first-tier subcontract funded in whole or in part under the Recovery Act, that is over \$25,000 and not subject to reporting under paragraph 9, the contractor shall require the subcontractor to provide the information described in (i), (ix), (x), and (xi) below to the contractor for the purposes of the quarterly report. The contractor shall advise the subcontractor that the information will be made available to the public as required by section 1512 of the Recovery Act. The contractor shall provide detailed information on these first-tier subcontracts as follows:

(i) Unique identifier (DUNS Number) for the subcontractor receiving the award and for the subcontractor's parent company, if the subcontractor has a parent company.

(ii) Name of the subcontractor.

(iii) Amount of the subcontract award.

(iv) Date of the subcontract award.

(v) The applicable North American Industry Classification System (NAICS) code.

(vi) Funding agency.

(vii) A description of the products or services (including construction) being provided under the subcontract, including the overall purpose and expected outcomes or results of the subcontract.

(viii) Subcontract number (the contract number assigned by the prime contractor).

(ix) Subcontractor's physical address including street address, city, state, and country. Also include the nine-digit zip code and congressional district if applicable.

(x) Subcontract primary performance location including street address, city, state, and country. Also include the nine-digit zip code and congressional district if applicable.

(xi) Names and total compensation of each of the subcontractor's five most highly compensated officers, for the calendar year in which the subcontract is awarded if—

(A) In the subcontractor's preceding fiscal year, the subcontractor received—

(1) 80 percent or more of its annual gross revenues in Federal contracts (and subcontracts), loans, grants (and subgrants), and cooperative agreements; and

(2) \$25,000,000 or more in annual gross revenues from Federal contracts (and subcontracts), loans, grants (and subgrants), and cooperative agreements; and

(B) The public does not have access to information about the compensation of the senior executives through periodic reports filed under section 13(a) or 15(d) of the Securities Exchange Act of 1934 (15 U.S.C. 78m(a), 78o(d)) or section 6104 of the Internal Revenue Code of 1986.

## **ATTACHMENT A - STATEMENT OF WORK**

### **Advanced Research Projects Agency - Energy (ARPA-E)**

#### **1.0 Introduction**

The Advanced Research Project Agency - Energy (ARPA-E) has a requirement for professional world class and best-in-class Scientific, Engineering, and Technical Assistance (SETA) support services to assist ARPA-E in its mission to foster research and development of transformational energy-related technologies.

#### **2.0 Background**

The mission of the Department of Energy's Advanced Research Projects Agency -Energy (ARPA-E) is to overcome the long-term and high-risk technological barriers in the development of energy technologies. The ARPA-E will facilitate initiatives to enhance the economic security of the United States through the development of energy technologies that reduce energy imports, improve energy efficiency, and reduce energy-related emissions. Additionally, ARPA-E will work to ensure that the United States maintains a technological lead in developing and deploying advanced energy technologies.

World class and best-in-class Scientific, Engineering, and Technical Assistance (SETA) support services are required for the existing, planned, and yet to be defined program areas.

#### **3.0 Program Areas**

The contractor shall have experience providing technical, programmatic, financial, and administrative support to ARPA-E for the following existing and planned program areas.

- Behavioral and Decision Science: Communication, Psychology, Cognition
- Information Science and Device Engineering: Computations, Controls, Communications, Sensors, Actuators
- Electronic and Structural Materials Science and Device Engineering: Rapid Discovery, Manufacturing, Devices
- Thermal Science and Device and Process Engineering: Heating, Cooling, and Thermal Management Devices and Technologies
- Chemical and Biological Science and Process Engineering: (Bio)Chemical Reactions, Catalysts, Thermodynamics/Kinetics
- Buildings and Appliances (Homes, Buildings, Data Centers)
- Transportation
- Carbon Dioxide Capture and Utilization
- Industrial Power Generation and Use (Cement, Metals, Glass, Paper)
- Electricity Transmission and Energy Distribution
- Carbon-Free Heat and Power (Nuclear, Solar, Wind, Hydroelectric, Geothermal)
- Fuels Synthesis
- Water and Agriculture

#### **4.0 Scope/Tasks**

The scope of this effort is to provide world-class and best-in-class scientific, engineering, programmatic/financial, and administrative support to ARPA-E for existing and planned tasks. The contractor shall provide the necessary personnel, materials, facilities, and travel to perform tasks in the following areas.

Details for specific contractor tasking will be presented in subsequent Task Assignments and Technical Direction provided under the order.

- Develop strategic and expert technical plans, and conduct expert technical analyses and assessments for ARPA-E programs.
- Analyze ARPA-E technologies and research ideas for the formulation of new program areas; provide expert assessment or proposals to identify and translate user requirements, conduct expert benefit analysis of ARPA-E technologies; and identify the commercial utility of new products.
- Provide world-class research expertise and best-in-class program support of government activities with regard to procurements, schedules, and technology transfer efforts, program documentation reviews, and technical progress and milestones tracking.
- Provide expert analysis to prepare, track, and update program plans consistent with ARPA-E program director's guidance and ARPA-E/DOE policies and procedures.
- Provide expert analysis to prepare, track, and update financial and budgetary data to ensure that ARPA-E program directors can effectively plan and administer their programs and meet ARPA-E and DOE execution benchmarks.
- Gather information and provide expert assistance in preparing program approval documents and contract specific financial execution documentation and other appropriate justifications.
- Provide expert assistance to the program directors in strategic planning of budgetary and schedule variances during the source selection process as well as during the life cycle of their programs.
- Prepare expert-level program briefs and other program documentation.
- Provide best-in-class service in securing facilities for meetings, conferences, and workshops, as well as attend these technical meetings and provide world class facilitation and feedback to the program directors.
- Provide expert and world-class support for the source selection evaluation process.
- Provide expert assistance to maintain the ARPA-E solicitation portal, website, and innovative web-based tools to facilitate technical, programmatic, and financial support to the ARPA-E program directors.
- Provide world-class administrative support on-site at ARPA-E

#### **4.0 ARPA-E Program Director Scientific, Engineering and Technical Assistance Support**

The contractor shall provide the world-class and best-in-class technical and administrative personnel and expertise to accomplish the following subtasks:

#### 4.1 Strategic Planning and Technical Analysis for Program Formulation and Project Execution

The contractor shall provide expert and world-class assistance to the ARPA-E program directors in the following areas.

- The contractor shall provide research expertise to analyze technologies and research ideas for the formulation of new programs.
- The contractor shall provide expert development of strategic and technical plans to promote the ARPA-E mission.
- The contractor shall develop strategic and technical plans to support ARPA-E's mission;
- The contractor shall provide research expertise and program support the assessment of applications by providing expert world-class scientific, engineering, and commercialization expertise and conduct benefit analyses.
- The contractor shall provide in-depth support in the assessment of proposals to determine technical merit of proposal objectives and methodologies.
- The contractor shall provide document topical workshops, and provide science and engineering expertise to assess the technical progress of ARPA-E supported projects including, but not limited to, milestones tracking.
- The contractor shall provide expert support in the development and facilitation of technology transfer efforts. The contractor shall support the activities of on-going and future work and carry expertise in the interaction of the technology program with the respective community at large. This will require identifying and translating user requirements into specific research and development objectives, illustrating the benefits of applying technology to integrated energy systems, and identifying the commercial utility of new products and technology developments.
- The contractor shall have a keen understanding and working relationship with ARPA-E programs, government agents, performing contractors, and technical community to review and document technical progress at program reviews and to track milestones, funding profiles, and deliverables for ongoing efforts. In order to provide this support the contractor shall perform expert analysis to a wide range of applied science and technology areas and integrated energy systems in current and future related ARPA-E program areas.

The contractor shall provide the above information in progress reports and program briefing materials.

#### 4.2 Program Planning and Financial Processing Support

The contractor shall provide expert and world-class assistance to the ARPA-E program directors and federal staff in the following areas.

- The contractor shall be familiar with DOE financial systems and processes including STRIPES, STARS, VIPERS/VIAS, IDW, iPortal, iManage, and iBudget. The contractor shall be aware of the current business practices by each ARPA-E program director for the

financial execution of their programs. The contractor shall provide personnel expertise in preparing and tracking financial and budgetary data to ensure that ARPA-E program directors can effectively plan and administer their programs and meet ARPA-E and DOE execution benchmarks.

- The contractor shall be familiar with ARPA-E financial systems and processes to gather information and prepare program approval documents and award contract-specific financial execution documentation utilizing ARPA-E internal controls systems and DOE financial and accounting systems.
- The contractor shall provide research expertise and program support of government activities with regard to procurements, schedules (technical and administrative), technical risk, user impact, technology transfer efforts, and technical support in the administration of awards.
- The contractor shall assist in program planning and financial processing; preparing, updating, and tracking program plans; and the administration of awards consistent with program manager's guidance and ARPA-E procedures.
- The contractor shall assist the ARPA-E program directors and federal staff with adhering to the policies, procedures, standard accounting practices, and requirements enumerated in all applicable federal regulations and requirements and DOE orders and manuals, including the DOE Budget Execution Manual and the DOE Accounting Handbook, OMB Circulars A-11 and A-123, the Federal Managers Financial Integrity Act (FMFIA), and the Agency Financial Report (AFR) and Performance and Accountability Report (PAR), as well as Recovery Act requirements.
- The contractor shall assist the ARPA-E program directors in strategic planning of budgetary and schedule variance analysis during the source selection process as well as the life cycle of their programs.

The contractor shall provide the above information in progress reports and program briefing materials.

#### 4.3 Programmatic and Administrative Support

The contractor shall provide expert and world-class assistance to the ARPA-E program directors and federal staff in the following areas.

- The contractor shall assist in preparing program briefs and other program documentation. Contractor shall create, maintain, update, and archive definitive documentation of the programs as required by the Program Director's and Director; including documentation management and control.
- The contractor shall assist in securing reviewers of concept papers, solicitations, applications and other program documentation reviews.
- The contractor shall assist in making travel arrangements for reviewers and others for topical review panel and senior panel review sessions, workshops, and conferences.
- The Contractor shall plan, conduct, document the proceedings and disseminate the proceedings for technical conferences, seminars, workshops, and program reviews as specified. Additionally the Contractor may provide facilities for meetings, conferences and workshops, facilitate these technical meetings, and providing feedback to the



program managers.

- The contractor shall provide administrative support on-site (at ARPA-E) in Washington, D.C. The DOE will provide a limited number of DOE fully equipped offices.

## **5.0 ARPA-E Office-Wide Support**

The contractor shall provide the world-class and best-in-class technical and administrative personnel and expertise to accomplish the following subtasks:

### **5.1 Program Documentation Management and Control**

The contractor shall create, maintain, and update definitive documentation for the programs as required by the ARPA-E program directors and federal staff. This will include, but not necessarily be limited to, creating, maintaining, and archiving presentation decks, speeches, white papers, budgetary documentation, congressional testimony, press clippings, bibliographic and abstract databases, technical documentation libraries, personnel biographies, and ARPA-E policy and procedure documents. This will also include, but not necessarily be limited to, creating, maintaining, and archiving responses to funding opportunity announcements, requests for information, materials from workshops, and congressional correspondence. This could include all forms of digital media, as well as paper copies or other non-digital media forms.

The contractor shall manage, direct, and coordinate program documentation activities to ensure these activities are compatible with technical and programmatic goals. This program documentation effort shall include, but necessarily be limited to:

- Building and maintaining databases in the required computer applications environment.

### **5.2 General Support**

The contractor shall provide the necessary documentation and support for tracking ARPA-E procurement/solicitation activities. The contractor's personnel shall have an understanding of the government and DOE procedures and processes for the source selection evaluation processes.

The contractor shall:

- Handle proposer inquiries, generate response letters, receive and fax responses for proposer information.
- Collect, analyze and store data in a central tracking system.
- Distribute proposals to reviewers, collect responses and maintain complete action records.
- Develop automated tools as required to facilitate management and process responsibilities.

### **5.3 ARPA-E World Wide Web Support**

The contractor shall provide technical assistance and administrative support in updating and maintaining the ARPA-E Web site by performing the following:



- Maintain the ARPA-E Web site.
- Update content on the ARPA-E Web site.
- Ensure compliance with DOE procedures in administering the ARPA-E Web site.
- Create, update and maintain innovative Web tools to facilitate technical, programmatic and financial support to the ARPA-E program managers.
- Create historical reviews of completed programs that will include a hard copy publication in addition to the Web site.

#### 5.4 ARPA-E Exchange Portal Support

The contractor shall provide technical assistance and administrative support in updating and maintaining the ARPA-E Exchange Portal site by performing the following:

- Maintain the ARPA-E Exchange Portal site.
- Update content on the ARPA-E Exchange Portal site.
- Ensure compliance with DOE procedures in administering the ARPA-E Exchange Portal site.
- Create historical reviews of completed programs that will include a hard copy publication in addition to the Exchange Portal site.

### 6.0 Transition Planning, Scheduling, and Phasing

The contractor shall establish in the Transition Plan the management controls, procedures and methods necessary to accomplish a phased transition of program support activities, including personnel staffing, subcontracting, procurement, status reporting, security arrangements and documentation control, security and transfer (controls and procedures). The phased transition of the contractor's technical and management data shall be fully complete and operational 30 days after a new order is awarded.

### 7.0 Personnel

#### 7.1 Expertise Requirements

The contractor shall provide expert, world-class, and best-in-class scientists, engineers technical support personnel, management support personnel and administrative support personnel to accomplish the tasks and deliver the services required by this Statement of Work. The scientists and engineers must be capable of addressing a broad spectrum of energy technologies and applications. Most of the scientist and engineers will be need for short periods of time but ARPA-E requires those specialists to be readily available when needed and totally dedicated to the task at hand. All contractor personnel proposed will meet the qualifications set forth in this document.

## 7.2 Cadre Support

The contractor shall assign a core of permanent personnel to support the ARPA-E tasks described herein.

## 7.3 Key Personnel

The contractor shall appoint a lead program manager with overall responsibility for the contracted effort. The lead program manager shall be the single point of interface with the government for all matters concerning technical progress and problems, program performance, schedule, cost, resources, and other program-related matters. The contractor shall maintain an organizational chart identifying key and non-key personnel and their assigned duties and responsibilities.

## **Support Services for the Office of Chief Financial Officer**

### **1.0 Background**

The Office of Chief Financial Officer (OCFO) requires contractor support to implement their mission in support of the American Recovery and Reinvestment Act of 2009. The OCFO is responsible in part to analyze and evaluate Recovery Act-funded projects, provide research and analytical support to better understand the effectiveness of Recovery-funded projects, and help the Department comply with all legal and regulatory reporting requirements associated with the Recovery Act.

### **2.0 Scope**

The scope of support services for OCFO includes:

- Project Management/Program Management support
- Research and analytical support
- Communications support

### **3.0 Technical Requirements**

The contractor shall provide the technical and administrative personnel and expertise to accomplish the following subtasks:

Assist the OCFO maintain a dashboard of information related to the Recovery Act. The contractor may also be tasked to help improve the design and content of the dashboard.

Summarize, analyze, and prepare reports on the effectiveness of Recovery-funded projects based on information available within the Department and researching open source literature.

Assist the Department in complying with reporting requirements by filling out weekly reports, assessing financial and jobs data submitted by recipients of Recovery Funding, and preparing

any reports for the Department to explain how it is meeting Recovery Act mandates, including creating jobs.

The above tasks are not intended to be self limiting; other analytical and reporting tasks required by the OCFO to fulfill their mission in support of the Recovery Act maybe assigned.

## **ATTACHMENT B - POSITION DESCRIPTIONS**

### **Lead Program Manager – Key**

Education: PhD and/or M.S. and/or M.A. degree in a scientific, engineering or other technical field

General Experience: Typically has 10 to 12 years experience in managing complex engineering or technical efforts involving multiple facets of engineering disciplines.

Specialized Experience: At least 8 years of direct supervision of technical personnel involved in life-cycle management support of complex systems. Must be capable of leading projects that involve the successful management of teams composed of engineers, scientists, and management professionals who have been involved in analyzing, designing, developing, integrating, training, testing, documenting, implementing, and maintaining complex systems.

Duties: Performs day-to-day management of overall contract support operations, possibly involving multiple projects and groups of personnel at multiple locations. Organizes, directs, and coordinates the planning and production of all contract support activities. Demonstrates written and oral communication skills. Establishes and alters (as necessary) corporate management structure to direct effective contract support activities.

### **Senior Program Manager**

Education: B.S. or B.A. degree.

General Experience: Typically has 7 to 9 years experience in managing complex engineering or technical efforts involving multiple facets of an engineering discipline.

Specialized Experience: At least 5 years of direct supervision of technical personnel involved in life-cycle management support of complex systems. Must be capable of leading projects that involve the successful management of teams composed of engineers, scientists, and management professionals who have been involved in analyzing, designing, developing, integrating, training, testing, documenting, implementing, and maintaining complex systems.

Duties: Performs day-to-day management of overall contract support operations, possibly involving multiple projects and groups of personnel at multiple locations. Organizes, directs, and coordinates planning and production of all contract support activities. Demonstrates written and oral communication skills. Establishes and alters (as necessary) corporate management structure to direct effective contract support activities.

### **Senior Project Manager**

Education: B.S. or B.A. degree.

General Experience: Typically has 7 to 9 years experience in managing complex engineering or technical efforts involving multiple facets of an engineering discipline.

**Specialized Experience:** At least 4 years of hands-on experience in direct supervision of major efforts in the analysis, design, development, integration, training, testing, documentation, and implementation of complex systems.

**Duties:** Performs day-to-day management of assigned task order projects that involve teams of engineers, scientists, and management professionals involved in analyzing, designing, integrating, training, testing, documenting, implementing, and maintaining complex systems. Demonstrates proven skills in those technical areas addressed by the task order to be managed. Organizes, directs, and coordinates planning and production of all activities associated with assigned task order projects. Demonstrates written and oral communication skills.

### **Junior Requirements Engineer**

**Education:** B.S. degree.

**General Experience:** Educational background inclusive of system engineering, design, and integration.

**Specialized Experience:** At least educational background in the evaluation of a system, subsystem, program, project, or activity concept through analysis and modeling and simulation.

**Duties:** Typical associated tasks include, but are not limited to, requirements analysis, cost analysis, cost performance trade-off analysis, feasibility analysis, regulatory compliance support, technology conceptual designs, and special studies and analysis.

### **Senior Engineer**

**Education:** PhD and/or M.S. and/or M.A. degree in a scientific, engineering or other technical field

**General Experience:** Typically has 7 to 9 years experience in an engineering discipline such as industrial, civil, aviation, aerospace, electrical, mechanical, nuclear, chemical, information, computer, software, marine, environmental, telecommunications, information security, network, or other engineering disciplines.

**Specialized Experience:** At least 5 years leading engineering efforts and supervising engineering staff involved with the application of engineering disciplines in the technical field directly related to the required tasking area being supported.

**Duties:** Leads engineering efforts and supervises engineering staff participating in such efforts. Provides engineering, technical, and managerial direction for problem definition, analysis, requirement development and implementation for complex systems in the engineering discipline required to meet technical requirements. Makes recommendations and advises on system development, improvements, optimization, or support efforts. Performs risk assessments and analysis employing modeling and simulation techniques.

### **Engineer - Key**

Education: PhD and/or M.S. and/or M.A. degree in a scientific, engineering or other technical field

General Experience: Typically has 4 to 6 years experience in an engineering discipline such as industrial, civil, aviation, aerospace, electrical, mechanical, nuclear, chemical, information, computer, software, marine, environmental, telecommunications, information security, network, or other engineering disciplines.

Specialized Experience: At least 3 years leading engineering efforts and supervising engineering staff involved with the application of engineering disciplines in the technical field directly related to the required area tasking being supported.

Duties: Supports engineering efforts that provide engineering, technical, and managerial direction for problem definition, analysis, requirement development, and implementation for complex systems in the engineering discipline required to meet technical requirements. Participates in efforts that develop recommendations and advice on system development, improvements, optimization, or support efforts.

### **Senior Scientist**

Education: PhD and/or M.S. and/or M.A. degree in a scientific, engineering or other technical field

General Experience: Typically has 7 to 9 years of experience in a scientific field such as biology, chemistry, nuclear, environmental, physics, mathematics, geology, or other scientific areas.

Specialized Experience: At least 5 years of experience providing direct or consultant scientific support to major programs or system development efforts.

Duties: Performs the functions of a technical expert in the relevant scientific field in support of major programs or system development. Applies scientific expertise in defining and resolving system issues, performing analysis, and developing plans and requirements in the subject-matter area for complex systems. Coordinates and manages the preparation of analysis, evaluations, and recommendations for proper implementation of programs and systems.

### **Lead Management Analyst**

Education: M.S. or M.A. degree.

General Experience: Typically has 10 to 12 years experience performing management analysis.

Specialized Experience: At least 8 years of specialized management analysis experience in areas such as business process reengineering, configuration management, quality control/assurance, organizational performance assessments, mission analysis, and strategic planning.

Duties: Applies applicable management analysis processes, modeling and simulation tools, and technical techniques to provide the services required. Employs process improvement and reengineering methodologies and principles to conduct process modernization projects. Provides group facilitation, interviewing, training, and additional forms of knowledge transfer. Serves as key coordinator among multiple project teams to ensure enterprise-wide integration of management efforts. Provides daily supervision and direction to personnel performing management analysis tasking.

### **Senior Management Analyst**

Education: B.S. or B.A. degree.

General Experience: Typically has 7 to 9 years experience performing management analysis.

Specialized Experience: At least 5 years of specialized management analysis experience in areas such as business process reengineering, configuration management, quality control/assurance, organizational performance assessments, mission analysis, and strategic planning.

Duties: Applies appropriate management analysis processes, modeling and simulation tools, and technical techniques to provide the services required. Employs process improvement and reengineering methodologies and principles to conducting process modernization projects. Provides group facilitation, interviewing, training, and additional forms of knowledge transfer. Coordinates multiple project teams to ensure enterprisewide integration of management efforts. Provides daily supervision and direction to personnel performing management analysis tasking.

### **Management Analyst**

Education: B.A. or B.S. degree.

General Experience: Typically has 4 to 6 years experience performing management analysis

Specialized Experience: At least 3 years of specialized management analysis experience in areas such as business process reengineering, configuration management, quality control/assurance, organizational performance assessments, mission analysis, and strategic planning.

Duties: Applies appropriate management analysis processes, modeling and simulation tools, and technical techniques to provide the services required. Employs process improvement and reengineering methodologies and principles to conducting process modernization projects. Provides group facilitation, interviewing, training, and additional forms of knowledge transfer. Coordinates a project team to ensure enterprise-wide integration of management efforts.

### **Financial Analyst**

Education: B.A. or B.S. degree

General Experience: Typically has 4 to 6 years financial analysis or management experience.

**Specialized Experience:** At least 3 years of experience in financial analysis or management with demonstrated ability in cost analysis and analyzing, designing, and developing automated applications for unique business practices.

**Duties:** Provides the full range of financial functions for major system development including should-cost and projected cost analysis and trade studies related to cost trade-off options. Defines established financial business practices for integration into the client's financial business system. Identifies potential problems and recommended solutions through analysis. Works with functional specialists, automation specialists, contractors, vendors, and clients to effectively translate the client's requirements into an automated application. Acts as a focal point for coordinating all disciplines in the recommended solution. Applies state-of-the-art tools and processes to effectively automate financial applications in the most effective manner while adhering to the established accounting principles and practices.

### **Junior Financial Analyst**

**Education:** B.A. or B.S. degree.

**General Experience:** Educational background or required level of experience in financial analysis or management.

**Specialized Experience:** At least educational background or required level of experience in financial fee-for-service environment that incorporates financial processes into automated systems.

**Duties:** Supports the conduct of should-cost and projected cost analysis and trade studies related to cost trade-off options. Assists in defining established financial business practices for integration into the client's financial business system and in identifying potential problems and recommended solutions through analysis.

### **Functional Expert Consultant, Level I**

**Education:** PhD and/or M.S. and/or M.A. degree in a scientific, engineering or other technical field

**General Experience:** N/A

**Specialized Experience:** This position requires up to 3 years of experience in the appropriate area.

**Duties:** Provides task unique functional expertise necessary to interpret requirements, ensure responsiveness and achieve successful performance. May include subject matter and unique technical knowledge. Assists engineering staff with the analysis, evaluation and implementation of systems and other engineering tasks. Note: This labor category may only be used in support of engineering specific work.



### **Functional Expert Consultant, Level III**

Education: PhD and/or M.S. and/or M.A. degree in a scientific, engineering or other technical field

General Experience: N/A

Specialized Experience: This position requires 5 to 10 years of experience in the appropriate area.

Duties: Provides task unique functional expertise necessary to interpret requirements, ensure responsiveness and achieve successful performance. May include subject matter and unique technical knowledge. Assists engineering staff with the analysis, evaluation and implementation of systems and other engineering tasks. Note: This labor category may only be used in support of engineering specific work.

### **Functional Expert Consultant, Level IV**

Education: PhD and/or M.S. and/or M.A. degree in a scientific, engineering or other technical field

General Experience: N/A

Specialized Experience: This position requires 10 years of experience in the appropriate area.

Duties: Provides task unique functional expertise necessary to interpret requirements, ensure responsiveness and achieve successful performance. May include subject matter and unique technical knowledge. Assists engineering staff with the analysis, evaluation and implementation of systems and other engineering tasks. Note: This labor category may only be used in support of engineering specific work.

### **Program Manager**

Education: B.S. or B.A. degree.

General Experience: Typically has 4 to 6 years experience in managing complex engineering or technical efforts involving multiple facets of an engineer discipline.

Specialized Experience: At least 3 years of direct supervision of technical personnel involved in life-cycle management support of complex systems. Must be capable of leading projects that involve the successful management of teams composed of engineers, scientists, and management professionals who have been involved in analyzing, designing, developing, integrating, training, testing, documenting, implementing, and maintaining complex systems.

Duties: Performs day-to-day management of overall contract support operations, possibly involving multiple projects and groups of personnel at multiple locations. Organizes, directs, and coordinates planning and production of all contract support activities. Demonstrates written and

oral communication skills. Establishes and alters (as necessary) corporate management structure to direct effective contract support activities.

### **Project Manager**

Education: B.S. or B.A. degree.

General Experience: Typically has 4 to 6 years experience in managing complex engineering or technical efforts involving multiple facets of an engineering discipline.

Specialized Experience: At least 2 years of hands-on experience in direct supervision of major efforts in the analysis, design, development, integration, training, testing, documentation, and implementation of complex systems.

Duties: Performs day-to-day management of assigned task order projects that involve teams of engineers, scientists, and management professionals involved in analyzing, designing, integrating, training, testing, documenting, implementing, and maintaining large complex systems. Demonstrates proven skills in those technical areas addressed by the task order to be managed. Organizes, directs, and coordinates planning and production of all activities associated with assigned task order projects. Demonstrates written and oral communication skills.

### **Junior Project Manager**

Education: B.S. or B.A. degree.

General Experience: Typically has 1 to 3 years experience in managing engineering or technical efforts involving multiple facets of an engineering discipline.

Specialized Experience: At least 1 year of hands-on experience in direct supervision of major efforts in the analysis, design, development, integration, training, testing, documentation, and implementation of complex systems.

Duties: Performs day-to-day management of assigned task order projects that involve teams of engineers, scientists, and management professionals involved in analyzing, designing, integrating, training, testing, documenting, implementing, and maintaining large complex systems. Demonstrates proven skills in those technical areas addressed by the task order to be managed. Organizes, directs, and coordinates planning and production of all activities associated with assigned task order projects. Demonstrates written and oral communication skills.

### **Lead Engineer**

Education: PhD and/or M.S. and/or M.A. degree in a scientific, engineering or other technical field

General Experience: Typically has 10 to 12 years experience in an engineering discipline such as industrial, civil, aviation, aerospace, electrical, mechanical, nuclear, chemical, information, computer, software, marine, environmental, telecommunications, information security, network, or other engineering disciplines.

**Specialized Experience:** At least 8 years leading engineering efforts and supervising engineering staff involved with the application of engineering disciplines in the technical field directly related to the required tasking area being supported.

**Duties:** Leads engineering efforts and supervises engineering staff participating in such efforts. Provides engineering, technical, and managerial direction for problem definition, analysis, requirement development, and implementation for complex systems in the engineering discipline required to meet technical requirements. Makes recommendations and advises on system development, improvements, optimization, or support efforts. Performs risk assessments and analyses employing modeling and simulation techniques.

### **Lead Scientist**

**Education:** PhD and/or M.S. and/or M.A. degree in a scientific, engineering or other technical field

**General Experience:** Typically has 10 to 12 years of experience in a scientific field such as biology, chemistry, nuclear, environmental, physics, mathematics, geology, or other scientific areas.

**Specialized Experience:** At least 8 years of experience providing direct or consultant scientific support to major programs or system development efforts.

**Duties:** Performs the functions of a technical expert in the relevant scientific field in support of major programs or system development. Applies scientific expertise in defining and resolving system issues, performing analysis, and developing plans and requirements in the subject-matter area for complex systems. Coordinates and manages the preparation of analysis, evaluations, and recommendations for proper implementation of programs and systems.

### **Scientist**

**Education:** PhD and/or M.S. and/or M.A. degree in a scientific, engineering or other technical field

**General Experience:** Typically has 4 to 6 years experience in a scientific field such as biology, chemistry, nuclear, environmental, physics, mathematics, geology, or other scientific areas.

**Specialized Experience:** At least 3 years of experience providing direct or consultant scientific support to major programs or system development efforts.

**Duties:** Performs the functions of a technical expert in the relevant scientific field in the support of major programs or system development. Applies scientific expertise in defining and resolving system issues, performing analysis and developing plans and requirements in the subject-matter area for complex systems. Coordinates and manages the preparation of analyses, evaluations, and recommendations for proper implementation of programs and systems.

### **Junior Management Analyst**

Education: B.A. or B.S. degree.

General Experience: Educational background or required level of experience in management analysis.

Specialized Experience: At least educational background or required level of experience in areas such as business process reengineering, configuration management, quality control/assurance, organizational performance assessments, mission analysis, and strategic planning.

Duties: Applies appropriate management analysis processes, modeling and simulation tools, and technical techniques to provide the services required. Employs process improvement and reengineering methodologies and principles to conducting process modernization projects.

### **Administrative Specialist**

Education: Associate degree or H.S. diploma and 1 year relevant work experience.

General Experience: Typically has 1 year of experience in administrative functional specialty.

Specialized Experience: At least 1 year of experience performing tasks such as typing, administration, word processing, or reception. Requires technical computer skills and ability to use word processing, spreadsheet, and presentation development software.

Duties: Depending on administrative functional specialty, provides support to program management staff. Supervises other administrative staff.

### **Functional Expert Consultant Level II**

Education: PhD and/or M.S. and/or M.A. degree in a scientific, engineering or other technical field

General Experience: N/A

Specialized Experience: This position requires 3 to 5 years of experience in the appropriate area.

Duties: Provides task unique functional expertise necessary to interpret requirements, ensure responsiveness and achieve successful performance. May include subject matter and unique technical knowledge. Assists engineering staff with the analysis, evaluation and implementation of systems and other engineering tasks. Note: This labor category may only be used in support of engineering specific work.

### **Senior Requirements Engineer**

Education: B.S. degree.

General Experience: Typically has 7 to 9 years experience in technical work in the major area of full life-cycle system engineering involving concept development and requirements analysis.

Specialized Experience: At least 5 years of hands-on experience in direct execution of major acquisition efforts involving concept studies. Must be capable of handling assignments involving analysis, preliminary production, planning, requirements definition, traceability, and evaluation of one or more alternative technical approaches and associated costs for creating or upgrading performance of a system or activity.

Duties: Supervises systems engineering technical efforts and performs typical associated tasks that include, but are not limited to, requirements analysis, cost analysis, cost performance trade-off analysis, feasibility analysis, regulatory compliance support, technology conceptual designs, and special studies and analyses.

### **Senior Design Engineer**

Education: PhD and/or M.S. and/or M.A. degree in a scientific, engineering or other technical field

General Experience: Must have 7 years experience in the areas of system design, engineering, and integration.

Specialized Experience: At least 5 years of hands-on experience in direct execution of major efforts in the translation of a system, subsystem, program, project, or activity concept into a preliminary and detailed design, performing risk identification, analysis, and mitigation, and then integrating the various components to produce a working prototype or model of the system.

Duties: Supervises systems design technical effort and performs typical tasks that include, but are not limited to, computer-aided design, design studies and analysis, research and development, specification preparation, configuration management and document control, fabrication, assembly, and simulation and modeling.

### **Junior Design Engineer**

Education: B.S. degree.

General Experience: Educational background inclusive of system design, engineering, and integration.

Specialized Experience: At least educational background in the design of a system, subsystem, program, project, or activity.

Duties: Typical associated tasks include, but are not limited to, computer-aided design, design studies and analyses, research and development, specification preparation, configuration management and document control, fabrication, assembly, and simulation and modeling.

### **Senior Test Engineer**

Education: B.S. or B.A. degree.

General Experience: Typically has 7 to 9 years experience in the area of test and evaluation.

Specialized Experience: At least 5 years of hands-on experience in direct execution of major efforts in the application of a number of techniques to demonstrate that a prototype system, program, project, or activity performs in accordance with the objectives outlined in the original design.

Duties: Supervises test and evaluation technical effort. Performs typical tasks that include, but are not limited to, prototype development and first article testing, environmental testing, independent verification and validation, demonstration and validation, simulation and modeling, system safety, quality assurance, education and training, and physical testing of the product or system.

### **Junior Engineer**

Education: B.S. degree.

General Experience: Educational background in an engineering discipline such as industrial, civil, aviation, aerospace, electrical, mechanical, nuclear, chemical, information, computer, software, marine, environmental, telecommunications, information security, network, or other engineering disciplines.

Specialized Experience: At least educational background in the engineering field required by the specific tasking.

Duties: Supports engineering efforts that provide engineering, technical, and managerial direction for problem definition, analysis, requirement development, and implementation for complex systems in the engineering discipline required to meet technical requirements. Participates in efforts that develop recommendations and advice on system development, improvements, optimization, or support efforts.

### **Senior Financial Analyst**

Education: B.A. or B.S. degree.

General Experience: Typically has 7 to 9 years financial analysis or management experience.

Specialized Experience: At least 4 years of experience in financial analysis or management with demonstrated ability to supervise or lead a team of analysts.

Duties: Serves as a group leader ensuring a group of analysts are working in concert to automate complex business practices within the time frame specified by the client and that all the requirements are met. Assesses products and procedures for compliance with government standards, accounting principles, and multi-tiered system application standards. Performs should-cost analysis and trade studies related to cost trade-off options for major systems development or procurement. Prepares milestone status reports and presentations, and coordinates all aspects of complex financial application automation. Completes objectives independently within the negotiated budget.

### **Senior Information Specialist**

Education: B.A. or B.S. degree.

General Experience: Typically has 7 to 9 years experience in managing implementation of information engineering projects and experience in systems analysis, design, and programming.

Specialized Experience: At least 5 years of experience in information system development, functional and data requirement analysis, system analysis and design, programming, program design, and documentation preparation for complex systems. Has led information engineering projects associated with complex systems and supervised technical staff involved in such projects.

Duties: Applies an enterprise-wide set of disciplines and processes for planning, analyzing, designing, constructing, and implementing information engineering for complex systems. Develops analytical and computational techniques and methodology for problem solutions. Performs process and data modeling in support of the systems planning and analysis efforts, using manual and automated tools. Employs reverse engineering and reengineering disciplines to develop migration strategic and planning documents. Supervises information engineers assigned to support a system development.

### **Junior Information Specialist**

Education: B.A. or B.S. degree.

General Experience: Educational background or required level of experience in providing information engineering services to systems development.

Specialized Experience: At least an educational background or required level of experience in information system development, functional and data requirement analysis, system analysis and design, programming, program design, and documentation preparation.

Duties: Applies an enterprise-wide set of disciplines and processes for planning, analyzing, designing, constructing, and implementing information engineering for complex systems. Develops analytical and computational techniques and methodology for problem solutions. Performs process and data modeling in support of the systems planning and analysis efforts, using manual and automated tools. Employs reverse engineering and reengineering disciplines to develop migration strategic and planning documents.

ATTACHMENT C  
QUALITY ASSURANCE SURVEILLANCE PLAN

1. Introduction:

2. Objective:

3. Government:

4. Evaluation Categories:



5. Surveillance:

6. Evaluation Period:

7. Analysis of Performance Review:

## ATTACHMENT D

### U.S. DEPARTMENT OF ENERGY REPORTING REQUIREMENTS CHECKLIST

<b>1. PROGRAM/PROJECT TITLE</b> <b>Professional , Scientific, Engineering and Technical Assistance (SETA) support services</b>	<b>2. IDENTIFICATION NUMBER</b> DE-DT0001364
<b>3. PARTICIPANT NAME AND ADDRESS</b> <b>Booz Allen Hamilton, 8283 Greensboro Drive, McLean, VA 22102-3838</b>	
<b>4. PLANNING AND REPORTING REQUIREMENTS</b>	
<div style="display: flex; justify-content: space-between;"> <div style="width: 45%;"> <b>A. General Management</b>  <input type="checkbox"/> Management Plan (requires COR approval)  <input type="checkbox"/> Status Report  <input checked="" type="checkbox"/> Summary Report </div> <div style="width: 45%; text-align: right;"> <u>Frequency</u>   M </div> </div> <div style="display: flex; justify-content: space-between; margin-top: 10px;"> <div style="width: 45%;"> <b>B. Schedule/Labor/Cost</b>  <input checked="" type="checkbox"/> Milestone Schedule/Plan  <input type="checkbox"/> Labor Plan  <input type="checkbox"/> Facilities Capital Cost of Money Factors Comp.  <input checked="" type="checkbox"/> Task Plan  <input checked="" type="checkbox"/> Actual Cost  <input checked="" type="checkbox"/> Milestone Schedule/Status  <input type="checkbox"/> Labor Management Report  <input checked="" type="checkbox"/> Cost Management Report  <input checked="" type="checkbox"/> Monthly Progress Report </div> <div style="width: 45%; text-align: right;"> A/C   A  M  M  M  M </div> </div> <div style="display: flex; justify-content: space-between; margin-top: 10px;"> <div style="width: 45%;"> <b>C. Exception Reports</b>  <input type="checkbox"/> Conference Record  <input type="checkbox"/> Hot Line Report </div> <div style="width: 45%;"></div> </div> <div style="display: flex; justify-content: space-between; margin-top: 10px;"> <div style="width: 45%;"> <b>D. Performance Measurement</b>  <input type="checkbox"/> Management Control System Description  <input type="checkbox"/> WBS Dictionary  <div style="margin-left: 20px;"> <input type="checkbox"/> Index  <input type="checkbox"/> Element Definition </div> <input type="checkbox"/> Cost Performance Reports  <div style="margin-left: 20px;"> <input type="checkbox"/> Format 1 - WBS  <input type="checkbox"/> Format 2 - Function  <input type="checkbox"/> Format 3 - Baseline </div> </div> <div style="width: 45%;"></div> </div>	<div style="display: flex; justify-content: space-between;"> <div style="width: 45%;"> <b>E. Financial Incentives</b>  <input type="checkbox"/> Statement of Income and Expenses  <input type="checkbox"/> Balance Sheet  <input type="checkbox"/> Cash Flow Statement  <input type="checkbox"/> Statement of Changes in Financial Position  <input type="checkbox"/> Loan Drawdown Report  <input type="checkbox"/> Operating Budget  <input type="checkbox"/> Supplementary Information </div> <div style="width: 45%; text-align: right;"> <u>Frequency</u> </div> </div> <div style="display: flex; justify-content: space-between; margin-top: 10px;"> <div style="width: 45%;"> <b>F. Technical</b>  <input type="checkbox"/> Notice of Energy R&amp;D Project  (Required with any of the following)  <input type="checkbox"/> Technical Progress Report (Annual Accomplishment Report)  <input type="checkbox"/> Draft for Review  <input type="checkbox"/> Final for Approval  <input type="checkbox"/> Topical Report  <input type="checkbox"/> Final Technical Report  <div style="margin-left: 20px;"> <input type="checkbox"/> Draft for Review  <input type="checkbox"/> Final for Approval </div> <input type="checkbox"/> Software  <input type="checkbox"/> Other (Specify): </div> <div style="width: 45%;"></div> </div> <div style="display: flex; justify-content: space-between; margin-top: 10px;"> <div style="width: 45%;"> <b>G. Environment, Safety &amp; Health</b>  <input type="checkbox"/> (Specify) </div> <div style="width: 45%;"></div> </div>
<b>5. FREQUENCY CODES</b> <div style="display: flex; justify-content: space-between;"> <div style="width: 30%;"> A - As Required  C - Change to Contractual Agreement  F - Final (end of effort)  D — Daily </div> <div style="width: 30%;"> BM — Bi-Monthly  M - Monthly  O - Once After Award  Q - Quarterly </div> <div style="width: 30%;"> S - Semi-Annually  X - With Significant Changes  Y - Yearly or Upon Renewal/Revision of Task Assignment </div> </div>	

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6. SPECIAL INSTRUCTIONS (ATTACHMENTS)

- ☒ Report Distribution List/Addresses / **other reports**  
☐ Reporting Elements  
☒ Due Dates within **7 days after reporting period**

- ☐ Analysis Thresholds  
☐ Work Breakdown Structure  
☐ Other

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7. PREPARED BY

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Date)

## REPORT DISTRIBUTION LIST

<b>Report Requirements</b>	<b>U.S. Dept. of Energy ATTN: Patricia Espinoza, Contract Specialist</b>	<b>U.S. Dept. of Energy ATTN: Matthew Dunne, Technical Monitor</b>	<b>U.S. Dept. of Energy ATTN: Tony Digiovanni, Contracting Officer Representative</b>	<b>Frequency and Special Instructions</b>
Summary Report	1 copy	1 copy	1 copy	Monthly Due the 10 <sup>th</sup> of each month
Cost Mgmt Report	1 copy	1 copy	1 copy	Monthly Due the 10 <sup>th</sup> of each month
Milestone Schedule/Plan	1 copy	1 copy	1 copy	At the start of each new task and revised upon agreement of CO and COR
Milestone Schedule/Status	1 copy	1 copy	1 copy	Monthly Due the 5 <sup>th</sup> of each month
Invoice	1 copy	1 copy	1 copy	Monthly Due the 10 <sup>th</sup> of each month

All reports shall be submitted via e-mail.